

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on October 2, 2012, at 9:00 a.m., at the Allouez Fire Department, 135 Dauphin St., Green Bay, WI.

Present: Derek Beiderwieden, Todd Delain, Tom Vandenack, Nicklaus Craig, Ed Janke, Neil Cameron, Cullen Peltier, Larry Mours, Todd Thomas, Keith Knoebel, Brad Muller, Mike Nieft, Robert Kiser, Dave Lasee, Joe Gabe

Excused: Rick Davidson, John Gossage, Larry Wilson, Tom Molitor, Robert Goplin

Absent: Eric Dunning, Kevin Tielens, Kevin Heimerl

Item #1. Adoption of Agenda.

Motion was made by Delain and seconded by Beiderwieden to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Meeting of March 15, 2012.

Motion was made by Vandenack and seconded by Thomas to approve the minutes from the last meeting. **Motion carried.**

Item #3. Report of Monthly Activities of the Fire Investigation Unit.

Muller reported that since the last meeting there have been three arsons, two accidental fires, and the rest were either undetermined or under investigation.

Item #4. Report of General Membership President.

Muller reported that the last General Membership meeting was held on September 6, 2012. Two fire investigators have retired from the Task Force—Glenn Deviley and Dave Seidl. They will be given plaques for their service. The fall IAAI conference is November 2-4, 2012; however, there is no money left in the budget to send anyone on the Task Force, so anyone who wants to attend will need to pay his own way. Due to Deviley's retirement, an election was held to fill the vice-president vacancy for the remainder of his term until September 2013. Eric Johnson was elected. Muller stated that Rob Cormier, a Green Bay building inspector, is interested in becoming a member of the Task Force. There was some discussion on this as to whether or not to allow a member of the general public on the Task Force. Muller felt that he could be an asset with his expertise in this area. The next General Membership meeting is December 6, 2012.



Item #5. Old Business.

A. Dispositions of Case Proceedings.

Lasee had nothing to report. Muller stated that the Denmark fire investigation assisted by the ATF is going to be a federal case.

B. Review Bylaws and Operating Guidelines.

The bylaws have not yet been reviewed. Need to set up a committee for this. Dave Konrath from the Sheriff's Office can assist with the operating guidelines.

Item #6. New Business.

A. Procedures for Records Retention.

Delain stated that statutes read that records need to be kept for eight (8) years, except for homicides which are kept indefinitely. After talking with the district attorney, the Task Force should have one file during an investigation. At completion of the investigation, if it is determined to be a criminal case, the file should be closed with a cover letter and turned over for charges to the appropriate law enforcement agency that has jurisdiction. If it is determined to be a non-criminal case, the fire department that has jurisdiction should get a copy. The Sheriff's Office needs to get a copy of all reports to keep on file since the Task Force is run by them. A written policy should be created in regard to this. Barb Peters will create a fire disposition form.

B. Status of the Board.

Muller stated that the Board has not had a quorum at the last two meetings and that it needs to be more active. Kiser stated that he would like to step down as chairman after his term is finished. After discussion, the consensus was that 17 members are too many for this Board. After discussion, it was decided to form a six (6)-member Board to include a representative each from the Sheriff's Office, the Chiefs of Police, the Fire Chiefs Association and MABAS, the Brown County District Attorney and a civilian/insurance industry representative, with a quorum needed of three (3), to take effect January 1, 2013. Non-voting members would be the fire investigation Task Force coordinator, emergency management director, NWTC fire training coordinator and a representative from DCI. Motion was made by Cameron and seconded by Beiderwieden to approve this new Board composition. **Motion carried.**

C. BATS Program.

Gabe spoke about the BATS program, which is a fire investigation case management system. He stated that all bomb calls are currently being entered into the program. He is trying to get all fire departments to enter their reports in it as well. It will eventually be federally mandated. It is a user-friendly program. The case file is then in one place. Any kind of fire can be entered. You are able to cross-reference someone in the United States. There is also a geographical system on it. Muller recommended that the Task Force go to the BATS reporting program. The Sheriff's Office is currently working on getting this set up and allowing fire chiefs access. It was suggested having a BATS representative at the next meeting to further explain it.

Item #7. Report of Juvenile Firesetter Program Coordinator.

Craig reported that there have been four JFS cases in Green Bay and one in De Pere since the last meeting. He stated he is entering JFS cases in the BATS program in the juvenile section.

Item #8. Other Matters.

Kiser stated that investigator applications were received from Eric Johnson of the Green Bay Fire Department and Fred Laitinen, a detective with the Green Bay Police Department. Muller stated that these two were interviewed and are qualified to fill the investigator vacancies. Motion was made by Delain and seconded by Vandenack to approve Johnson and Laitinen as investigators. **Motion carried.**

Kiser also stated that intern applications were received from Rob Gering and Karl Linsmeier of the Green Bay Fire Department and Christopher Brodbeck of the Suamico Fire Department. Muller felt that Brodbeck should be interviewed first before making a decision. Motion was made by Delain and seconded by Nieft to approve Gering and Linsmeier as interns. **Motion carried.**

Item #9. Set Date, Time, and Location of Next Meeting.

The next meeting was set for December 20, 2012, at 9:00 a.m., at the Allouez Fire Department, 135 Dauphin Street, Green Bay, WI.

Item #10. Adjourn.

Motion made by Muller and seconded by Beiderwieden to adjourn the meeting. **Motion carried.**

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Respectfully submitted,

Marsha Laurent
Recording Secretary